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State of Indiana

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Answers to Written Questions Received on Workforce and Professional Development Services RFF

Q1: In the OECOSL-02-15.Request for Funds announcement, Page 3, Section 1.1, regarding confidential information;

Is personally identifiable salary information considered confidential information for submission of this Request for Funds?

A1: If a copy of an RFF response is requested by any member of the public, personally identifiable information will be redacted.

Questions regarding salary information, qualifications and experiences must be completed and is for State use only.

Q2: In the OECOSL-02-15. Request for Funds announcement, Attachment B, Workforce and Professional Development Services – Detailed Scope of Work, Section I, Paragraph E

Where do we locate the most recent version of the CCIS data entry and integrity standards?

A2: Please see the industry and FSSA standards that have been posted to the website (<https://secure.in.gov/fssa/carefinder/4845.htm>) under Technology Standards.

Information on IOT standards can be found here: <http://www.in.gov/iot/2394.htm> and here: <http://www.in.gov/iot/2339.htm> and here: <http://www.in.gov/iot/2328.htm>

Q3: In the OECOSL-02-15. Attachment B, Workforce and Professional Development Services – Detailed Scope of Work, Section I, Paragraph S, regarding the requirement to maintain a website in accordance with best practice standards set by the State;

Where do we locate the referenced “best practice standards” for websites?



A3: IOT standards can be found here: <http://www.in.gov/iot/2394.htm> and here: <http://www.in.gov/iot/2339.htm> and here: <http://www.in.gov/iot/2328.htm>

Please see industry and FSSA standards that have been posted to the website (<https://secure.in.gov/fssa/carefinder/4845.htm>) under Technology Standards.

Additionally, information on acknowledgement of the use of federal funding can be found within the federal funding circular guidelines and includes requirements that materials and resources funded by federal funds must be identified as such.

Q4: In the OECOSL-02-15 Attachment B, Workforce and Professional Development Services – Detailed Scope of Work, Section II: A (The second A). “Head Start scholarships will be funded with non-CCDF funds through the Indiana Head Start Collaboration Office.”

Should the Request For Funds exclude all funding for Head Start employees on credit bearing scholarships? Will the anticipated funding from the Indiana Head Start Collaboration Office be awarded at the same time as this RFF award?

A4: Head Start funds will be awarded at the same time as this RFF award. Funding requested for Head Start credit bearing scholarships should be clearly addressed within the Technical proposal and indicated as such on the Cost Proposal.

Q5: In the OECOSL-02-15 Attachment B, Workforce and Professional Development Services – Detailed Scope of Work, Section IV, G (The first G after the Q); Ensure a monthly minimum of 40 percent on-site time for each coach.

If awarded the contract, how will vacation, sick, holiday, mandatory professional development and other personnel requirements be taken into account when assuring the 40% onsite coaching?

A5: The requirement for 40% on-site time for coaches is a quarterly average. Extenuating circumstances (beyond normal vacation and sick time) can be submitted for review and will be taken into consideration.

Q6: In the OECOSL-02-15 Attachment B, Workforce and Professional Development – Detailed Scope of Work, Section VI, Staffing Requirements, E, Written approval from OECOSL Director/Deputy Director must be obtained prior to the hiring of any new staff members.

What approval process will be applied? And what is the timeline for a response on the decision given the contract assurances of filling positions within 15 business days of a resignation or removal?

A6: Upon award the approval process will be supplied to the successful respondent. The State will respond within three (3) business days of the receipt of a completed Request to Hire.

Q7: In the OECOSL-02-15 Attachment B, Workforce and Professional Development Services – Detailed Scope of Work, Section VII, Paragraph B, regarding Criminal History Background Checks;

Will the state provide the process required to meet the criterion?

A7: The State will provide the details on how to complete the background check process. Additionally, upon receipt of the Consent to Release Information Form, the State will conduct checks of the Child Protection Index and the Sex Offender Registry. It is the responsibility of the individual to complete the national criminal history check.

Q8: In the OECOSL-02-15 Attachment B, Workforce and Professional Development Services – Detailed Scope of Work, Section VII, Paragraph C, regarding Consent to Release Information form.

Where do we find a copy of the Consent to Release Information form for background checks?

A8: The Consent to Release Form (state form #53323) is found here:
<http://www.in.gov/fssa/carefinder/2733.htm>

Q9: In the OECOSL-02-15 Attachment B, Workforce and Professional Development Services – Detailed Scope of Work, Section VIII, A, 7, Ensure that hardware and software utilized meets industry standards and is refreshed and updated as necessary.

Where do we find the referenced “industry standards”?

A9: IOT standards can be found here: <http://www.in.gov/iot/2394.htm> and here: <http://www.in.gov/iot/2339.htm> and here: <http://www.in.gov/iot/2328.htm>

Please see the industry standards posted on the website (<https://secure.in.gov/fssa/carefinder/4845.htm>) listed as Technology Standards.

Additionally the following hardware/software standards must be met. These standards will change as new products are developed and upgraded. Additionally, software must be upgraded with appropriate patches as needed.

Minimum Software Requirements

- Internet Explorer 10 or higher
- Adobe Reader XI or higher
- Windows 7
- Current version of MacAfee Anti-Virus
- For laptops, current version of WinMagic encryption
- Microsoft Excel (for label and report exports)

Recommended Software

- MS Office Software with n licenses (where n = the number of users)
- E-mail (web-based or client installed (i.e. Outlook Express, etc.))

Minimum Hardware Requirements

- Pentium, 3.2-gHz processor or faster

- 8 GB of RAM
- CD or DVD-ROM
- Ethernet

Internet

- Dedicated data line (DSL, Cable, Ethernet 10 Mbps or higher)
- Dedicated Internet and power outlets for Scanning station

Note: America On-line (AOL) internet connectivity is not supported.

Printers

- Any HP or HP-compatible laser printer

Q10: In the OECOSL-02-15, 1. General Information and Requested Services Section, 2.3.9., Page 14: Sub grantees: “The Respondent must furnish information to the State as to the amount of the subgrant, the qualifications of the subgrantee for guaranteeing performance, and any other data that may be required by the State. The Respondent must list each subgrantee’s name, address and the state where required products or services are being performed or executed.” Attachment E: Business Proposal Template, Page 4: Subcontracts; “Respondents must provide the specified information in the RFF regarding any anticipated subcontractors.”

Would a list of the “anticipated” subcontractors meet the 2.3.9 requirement in the General Information and Requested Services Section for Subgrantees?

A10: Anticipated subcontractors will meet the requirements for response to the RFF. However, for successful respondents, actual sub-grantees must be approved prior to entering sub-grantee agreements.

Q11: In the OECOSL -02-15, Attachment F, “Certification Statements and Assurances Form,” Page 2, Paragraph 2, regarding the requirement that all equipment purchased come from a State-approved vendors.

Is there a list of state approved vendors and if so, where can we find that list?

A11: State approved vendors are subject to procurement. Grantee may request an Updated list upon

Q12: In the OECOSL-02-15, Attachment G, Sample Grant Agreement, 6, Payment of Claims, Section A

Does this federal money allow for an advance of funds? If awarded the contract, will there be an opportunity to receive an advance as is stated in Section A?

A12: This grant award does not offer the opportunity to receive payment in advance.

Q13: In the OECOSL -02-15, Attachment G, Sample Grant Agreement, 6, Payment of Claims, Section D

If awarded the contract, will there be an opportunity to submit claims more frequently than monthly as is stated in Section D?

A13: Grantee may request approval to submit claims bimonthly.